

URGENT – CONFIDENTIAL
DCFS MEDIA CRISIS INFORMATION SHEET

TO: ☐ Marketa Garner Walters, Secretary
☐ Terri Ricks, Deputy Secretary
☐ Alfreda Bester, Assistant Secretary for Family Support
☐ Rhenda Hodnett, Assistant Secretary for Child Welfare
☐ Catherine Heitman, Communications Director
☐ Grace Weber, Public Information Officer
☐ Kim Glapion-Bertrand, General Counsel
☐ Candice LeBlanc, Deputy General Counsel
☐ *Sammy Guillory, Deputy Assistant Secretary for Family Support
☐ *Karla Venkataraman, Deputy Assistant Secretary for Child Welfare

(*as appropriate)

FROM: _____, Regional Administrator Region: _____

Check One: ☐ Child Welfare ☐ Economic Stability ☐ Child Support Enforcement

DCFS Program Section (Include program, i.e. Fraud and Recovery, Licensing, etc.)

Name of the DCFS Section _____

Section Director _____

Date of incident: _____ Location of incident: _____

Persons involved in incident:

Describe incident:

Background information leading to incident:

Other pertinent information:

Has incident appeared in press?

Are you aware of any media organizations currently investigating this incident?

Are any media on scene covering the incident?

If so, who?